

St. Raphael Giants Club



Policies & Procedures Handbook

Our Mission

The Giants Club is a parish organization that supports, sponsors and funds the athletic and academic teams of the St. Raphael Parish. It is also our responsibility to provide coaches for these teams who will promote Christian values. We strive to keep all activities within the overall mission statement of St. Raphael whether spiritual, athletic, academic or social and to aid in the betterment of St. Raphael the Archangel.

We host four major fundraisers throughout the year. Our Annual Fish Fry fundraiser, Annual Volleyball Tournament, Annual Basketball Tournament and CSAA league hosting. These fundraisers are used to supplement field, fence and gym maintenance costs that we incur and they are also used to supplement the costs of both sports and academic team equipment, awards, uniforms, coach's shirts, CSAA franchise fees and other parish facility needs.

Our overall goal is to support our athletic and academic teams by providing knowledgeable coaches and keeping the costs to the sports families affordable as possible.

Our Policies

St. Raphael athletic policies are an extension of the policies of the Louisville Catholic Schools Athletic Association (CSAA). CSAA policies can be found at www.loucsaa.net. This St. Raphael handbook is intended to provide parents, players, and coaches clarification of policies specific to St. Raphael, above and beyond those set by the CSAA.

This handbook and the policies within are products of the St. Raphael Giants Club, which is the governing body for all St. Raphael sports. The Giants Club works with the Athletic Director to ensure all policies are administered across the St. Raphael Sports program. This handbook cannot cover all contingencies that may arise; specific questions and concerns should be directed to the Athletic Director or his/her assistant.

The Athletic Director, at his/her discretion, may designate a "Sports Coordinator" to handle logistics such as gym and field schedules, equipment, etc. associated with a given sport. This is usually required for sports with numerous teams. All Coordinators are designated by the Athletic Director.

Student-Athlete Eligibility

All children of St. Raphael School and/or parish are eligible to play for St. Raphael athletic teams. Children not enrolled in school must be current with his/her sacraments in accordance with CSAA regulations. Participation on a parish team is a privilege, not a right.

A student athlete must be passing all classes in order to participate in sports/academic teams, this includes trying out for the team-if they are failing a class at the time of tryouts- they are not allowed to participate.

If a student is placed on probation without privileges or is suspended from school, the student may not play in games, or attend games or practices during the term of the probation or suspension. If a student is withdrawn at the request of the administration or expelled from school, the student may not attend tryouts, gain or maintain a place on any parish team, or attend games or practices on the grounds.

Additionally, a student athlete may not participate in practices and/or games/events if they are absent from school on that same day.

The school will inform the Athletic Director if a student-athlete has become ineligible.

Sign-ups & Fees

Sign-ups are conducted strictly online. Our website is www.csaa-straphael.siplay.com It is the responsibility of the parents to be mindful of specific dates/deadlines when it comes to sport and academic team sign-ups. Our dates/deadlines are established by the CSAA.

Sign-ups will have open and closing dates. Though The gReat News and the Sunday Bulletin may be used, email notification from SI Play and St. Raphael Parish via constant contact is the primary source of communication. After sign-ups are closed, a player may be added to a team if all the following conditions are met:

- A. The player addition is approved by the Athletic Director and Sports Coordinator.
- B. All sport fees including a \$25 late fee are paid in full immediately.
- C. Roster Availability.
- D. The parent is responsible for ensuring a uniform is ordered for their child (there may be a set-up fee for the uniform if the bulk of the order has already been placed).

All fees are expected to be paid online at time of sign-ups. All fees are non-refundable once tryouts have taken place or the first practice has occurred in the event there are no tryouts. Any family hardships or concerns regarding fee payments should be taken to the Athletic Director.

Coaches

All coaches are selected and approved by the Coaches Committee, a sub-committee of the Giants Club Board. The committee looks for five core competencies when choosing coaches: Values, Continuity, Teaching Ability, Experience, and Stewardship.

- All coaches must apply online and agree to the CSAA Coaches Code of Conduct

- Each coach must complete a criminal background check form (each year).
- Each coach must complete the Archdiocese of Louisville Safe Environment Program which includes a review of sexual abuse policies of the Archdiocese (one-time).

Failure to complete any of the above three items prior to the start of the season will result in being relieved of coaching duties.

- Coaches should at all times serve as an adult Christian role model for players.
- All coaches are volunteers.
- Incumbent coaches are not guaranteed the same position each year.
- Each coach is responsible for holding a parent meeting prior to the season.
- Coaches who do not follow the guidelines may be suspended or removed.
- Parents and players will have a chance to evaluate coaches at the end of the season. All positive and constructive comments are welcome.
- All coaches are encouraged to attend Mass with their team in uniform.
- Prayer before practices and games.

Coordinators

The Athletic Director, at his/her discretion, may designate a "Sports Coordinator" to handle logistics such as gym and field schedules, equipment, etc. associated with a given sport. This is usually required for sports with numerous teams. All Coordinators are designated by the Athletic Director.

Policy Regarding Head Coaches and Sports Coordinators

In furtherance of the Mission Statement of St. Raphael the Archangel Catholic School and Church, including, but not limited to promoting Christian values on and off the court or field and encouraging our young student-athletes to make Christ the center of their lives, a volunteer who wishes to be a "Head Coach" or "Coordinator" of an athletic or academic team organized by St. Raphael the Archangel Catholic School must meet the following requirements:

1. He/She is a registered Catholic parishioner of St. Raphael the Archangel Catholic Church or the spouse of a registered Catholic parishioner of St. Raphael the Archangel Catholic Church;
2. He/She is an active member of St. Raphael the Archangel Catholic Church;
3. He/She filled out and submitted the Stewardship Form; and
4. He/She attends Mass regularly.

These requirements do not apply to a volunteer who wishes to be an "Assistant Coach" or a volunteer who gives of his/her time and talent in the Concession Stand, Door Entry, or Gym Clean Up, as needed during the various sports' seasons.

These requirements do not apply to a merger with another CSAA school for purposes of fielding an athletic team wherein St. Raphael student-athletes participate under the name and exclusive direction of the other CSAA school and are coached by volunteers from said school. However, if a St. Raphael

volunteer is permitted to act as a Head Coach for a merged team under the name of another CSAA school, then the requirements as described above will apply.

Finally, a volunteer must complete the Safe Environment Training Workshop and submit to a Criminal Background Check before he/she will be considered for any coaching position and/or permitted to volunteer at St. Raphael the Archangel Catholic School, in accordance with the policies of the Archdiocese of Louisville.

Tryouts

Try-outs are held if there is a need for more than one team at a specific grade level. Try-outs are not optional. If there is more than one try-out, it is strongly recommended that the child attend both sessions. If a child is unable to attend tryouts he/she must be excused by the AD or sport coordinator prior to tryouts. Any child that is signed up, but not attending try-outs, will be placed on a team.

Teams

- #1 and #2 (or A and B) level teams are competitive teams. The CSAA handbook states that the #1 team shall be the stronger team.
- Depending on the number of teams in a sport, the #3 (or C) team may also be competitive with the #4 (or D) team and below being participatory teams.
- Request for siblings to play on the same team will be honored. Such a request must be with the Athletic Director in advance of tryouts.

Team Selection

The coaches and/or a third party will evaluate players during try-outs. This is determined by the Athletic Director and sports coordinator. Team rosters will then be determined. The final rosters are to be given to the Athletic Director. Team rosters will be posted on SI Play. After this is completed, the coaches will contact the players. Coaches are not allowed to discuss placement on a team prior to or during try-outs with a player or a parent.

Class unity should be emphasized. In sports that typically field three or more teams (volleyball, basketball), there will be zero, or no less than two upperclassmen (4th, 6th, 8th graders) on any team, unless approved by the parent and the Athletic Director.

All teams will be chosen so that every player and team has the best opportunity to be competitive in their respective leagues. For 3rd-8th grades, the A team will be chosen first, followed by the B team, then the C team. If there are adequate players to field four or more teams, the players will be split evenly (either by a draft or agreement between the respective coaches), to ensure all teams have an equal chance in their leagues. For the 3rd-4th grade division, there is no tournament.

Any parent wishing to discuss placement of their child should contact the Athletic Director, not the

coaches. Coaches may not change rosters after they have been turned in to the Athletic Director. The Athletic Director can only make changes to the roster and those changes must be reported to the Giants Club Board. Changes will not be made because of a disagreement with the coaches' team selection.

- Eligibility to "play up"- A child may play up (e.g. a 4th grader on a 6th grade team) However, all roster additions of lower grade level children must be approved in advance by the AD or Assistant AD and the parent.

Playing Time During the Regular Season

Competitive Teams - Playing time is not specified for competitive teams.

Participatory Teams -Coaches are to strive for equal playing time for all children on a participatory team. Coaches may establish team rules. Failure to adhere to team rules gives the coach the right to adjust playing time.

Playing Time During the CSAA Tournament

All teams become competitive teams during the CSAA tournament. Playing time is not guaranteed. All teams play to win.

Clinic Sports

K - 2 Soccer, 1st – 2nd Volleyball, 1st-2nd Flag Football and 1st-2nd Basketball

- The teams are open to all eligible children in the parish/school. Pre-K students are ineligible.
- All teams are participatory.
- There will be no tryouts, the Sports Coordinator and coaches will determine teams.
- These are not CSAA sanctioned and may have limited team space available to us.

Volunteering

It is extremely important to the success of the sports program, for ALL parents to volunteer at each of the St. Raphael Giants Club five yearly fundraising events: CSAA Volleyball League games, Volleyball Tournament, CSAA Basketball League games, Christmas Basketball Tournament, and the Lenten Fish Fry. Monies raised from these events help purchase sports equipment, ensure proper maintenance of the field/gym, as well as other expenses that may be incurred by the academic and athletic programs of St. Raphael. Each of these events coincides with a sports season; therefore if a child is participating in a sport or academic team that particular season, the parent must staff the event during that season. A sign up link will be communicated via SI Play allowing parents to select their shift date and time. Coaches, sports coordinators and teachers are exempt from having to work a shift due to the enormous amount of time they volunteer already.

Awards

Each child will be given an award by their coach at the end of the regular season. K-4th will receive medals, trophies or ribbons. 5th graders will receive a Pennant and 6th-8th graders will receive a pin to put on their pennant.

Coach Complaints Policy

The following procedure needs to be followed to handle coach complaint issues:

1. The issue should first be discussed directly with the coach.
2. If unable to resolve the issue, contact the Athletic Director or Assistant Athletic Director who will attempt to resolve the matter informally.
3. If this is unsuccessful, or if the Athletic Director or Assistant Athletic Director determines the issue is of a more serious nature, the person bringing the issue forth will be asked to do so in writing so that it can be brought to the Coaches Committee. All issues will be kept confidential.
4. The written issue will be formally reviewed by the full coaches committee, whose responsibility it is to investigate the issue. If the committee believes the issue warrants further action, their recommendation will be forwarded to the Giants Club Board for final action.

Remember that all of our coaches are volunteers, and are donating their time and talent to coach your child. While we all have different opinions on specific ways of coaching, please keep in mind that if the basics of the sport are taught in a Christian way, and an attitude of good sportsmanship is learned, then our primary goals have been achieved.

“Physical training is good, but training for godliness is much better, promising benefits in this life and in the life to come.”

1 Timothy 4:8